

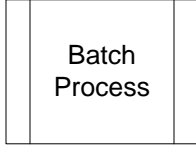

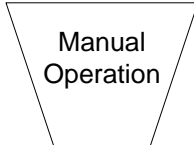

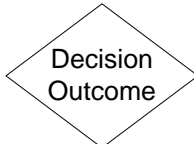
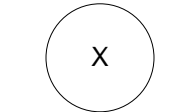
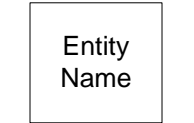




# Cardinal

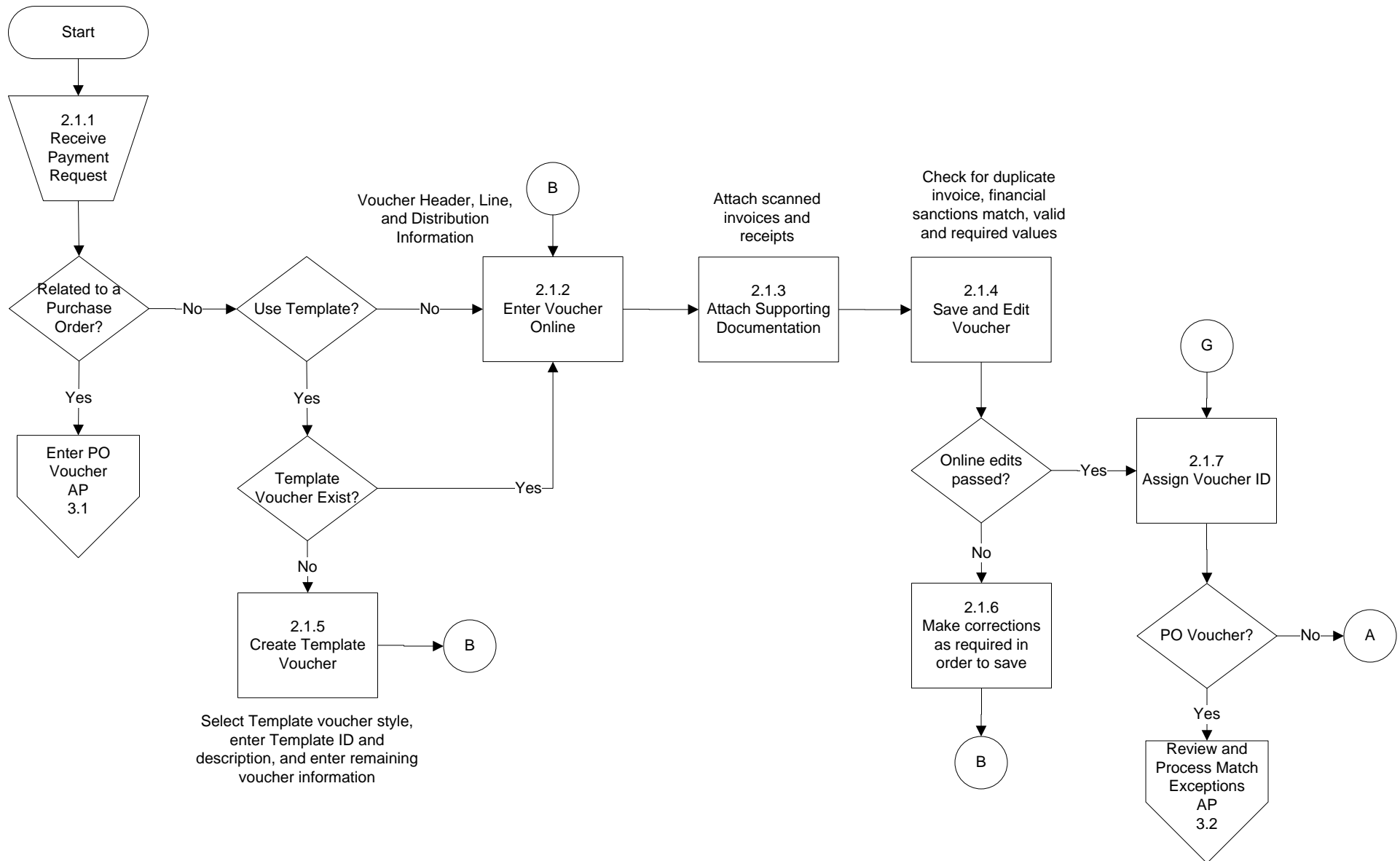
## Cardinal Flowcharting Standards

### Template Key

	<p>Represents an interface or a process step that is performed within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.</p>		<p>Indicates point at which the process begins. Does not represent any activity.</p>
	<p>Represents a batch process within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.</p>		<p>Indicates point at which the process ends. Does not represent any activity.</p>
	<p>Represents a process or step that is performed manually. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.</p>		<p>Represents a document of any kind, either electronic or hard copy</p>
	<p>Represents the possible outcomes of a decision or analysis that took place in a step immediately preceding. NOTE: this symbol itself does NOT represent any activity, and should not be given an identifier.</p>		<p>On-Page or Intra Process Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Also used to reference a sub process within the same main process. Connectors are labeled with UPPER CASE letters.</p>
	<p>Represents an entity (person, organization, etc.). Used only when necessary to show the source of important information</p>		<p>Inter Process Connector. Used to connect steps between business processes. Description can include Process step name. (e.g. General Ledger Sub Process 5.3 would be Budget YE Close GL 5.3 ).</p>
<p>Step Number</p>	<p>The step number should be placed at the top of each step or process</p>		

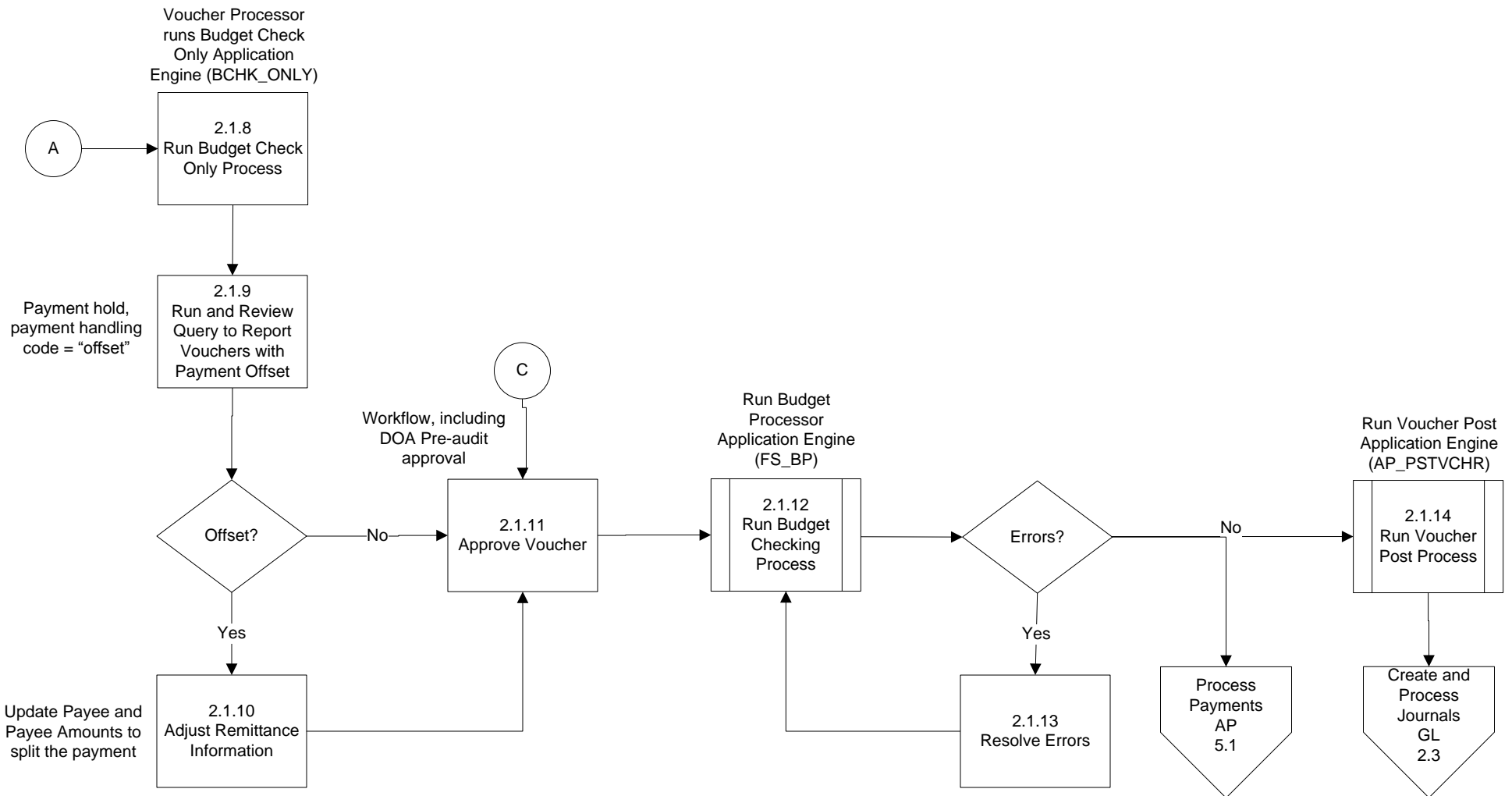
# Cardinal

## AP 2 Enter and Process Vouchers – 2.1 Enter Voucher



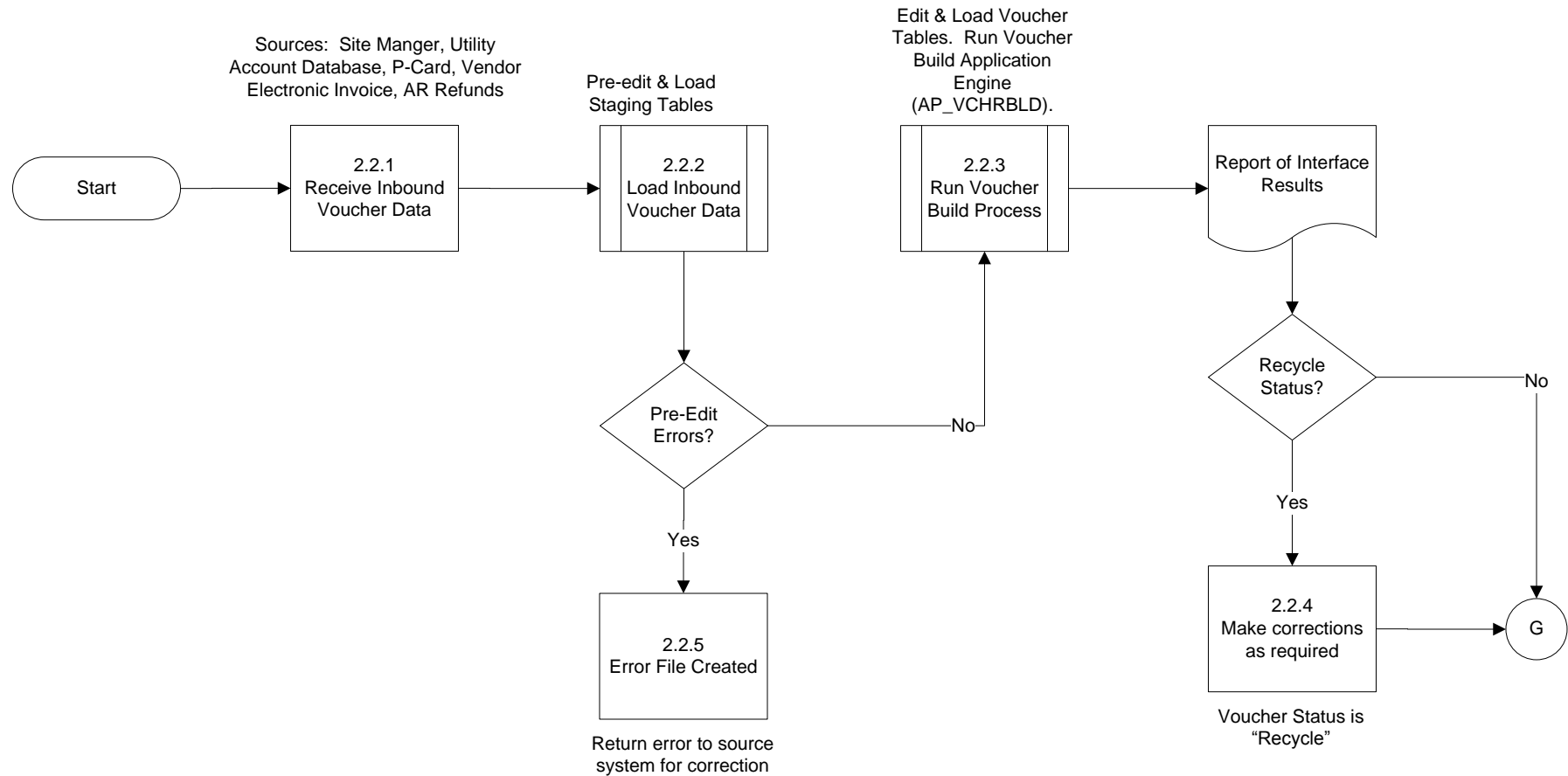
# Cardinal

## AP 2 Enter and Process Vouchers – 2.1 Enter Voucher Continued



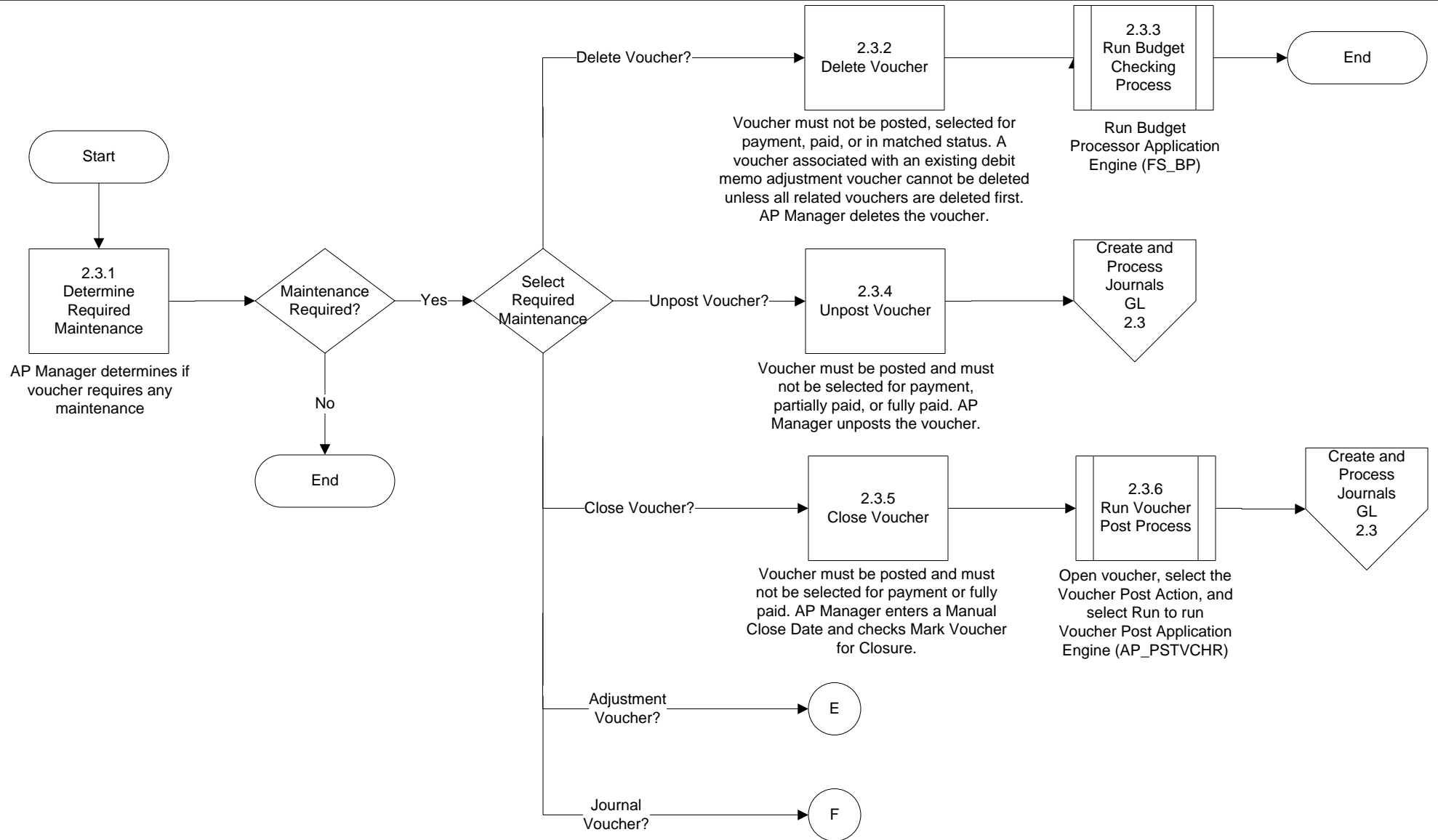
# Cardinal

## AP 2 Enter and Process Vouchers – 2.2 Upload Vouchers (Import and Build)



# Cardinal

## AP 2 Enter and Process Vouchers – 2.3 Maintain Voucher



# Cardinal

## AP 2 Enter and Process Vouchers – 2.3 Maintain Voucher Continued

